

**CITY OF CARLSBAD
CLASS SPECIFICATION**

JOB TITLE: **DEPUTY CITY ENGINEER**

DEPARTMENT: **PUBLIC WORKS**

BASIC FUNCTION:

Under general direction, to plan, organize and direct the activities of an assigned Engineering division which may include the areas of planning and programs, transportation, utilities or development services; to coordinate activities with other departments, governmental agencies and other outside organizations; and to provide technical and administrative staff assistance.

DISTINGUISHING CHARACTERISTICS:

This level acts as a division manager for an assigned area, such as, planning and programs, transportation, utilities, or development services, and supervises other management level supervisors and lower level staff in directing the work activities. The Deputy City Engineer reports to the Deputy Public Works Director/Engineering or the Public Works Director.

KEY RESPONSIBILITIES:

Direct and implement the development of departmental goals and operating policies and procedures relative to the areas of planning and programs, transportation, utilities and development services.

Provide general direction to engineering staff and coordinate all issues needing Council approval or policy direction for the division.

Assign work activities, projects and programs; monitor work flow review and evaluate projects, methods and procedures.

Develop and administer the division budget; evaluate staffing needs, equipment, materials, and supplies with key management staff; monitor and approve expenditures.

Develop and administer the capital improvement budget; review and recommend approval for all construction plans including cost estimates.

Coordinate engineering activities with those of other departments, governmental agencies and other outside organizations; resolve problems and complaints.

Direct the preparation of plans and specifications in accordance with established city standards; review and sign plans; review and approve plan revisions.

Negotiate complex agreements. Prepare, review, and interpret agreements and contracts and prepare for signature.

Direct and participate in review of land development projects, prepare development conditions approval, review of subdivision maps, site development plans, security agreements and conformance with development codes and requirements.

Prepare, coordinate and review traffic studies and reports.

Represent the City in land development proposals.

Direct and participate in the preparation and evaluation of technical studies, reports and analyses related to engineering services; analyze and evaluate study results and implement findings.

Serve as a member of committees as assigned.

Select, train, motivate, supervise and maintain a high level of efficiency among assigned staff.

Perform related duties as assigned.

QUALIFICATIONS:

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

Knowledge of: (May vary depending on assignment.)

Advanced principles and practices of engineering and administration as applied to the design and construction of City facilities and projects.

Methods of preparing designs, plans, specifications, estimates, reports and recommendations relating to engineering projects.

City policies and procedures governing engineering operations.

Applicable federal, state and local laws, rules and regulations related to the engineering, development and construction of projects.

Principles, practices and techniques of public administration including budget and personnel administration.

Principles of supervision, training and evaluation.

Ability to:

(May vary depending on assignment.)

Plan, organize, motivate and direct the activities of assigned area of responsibility.

Interpret applicable laws, rules and regulations.

Develop and administer a division budget.

Prepare and analyze technical reports, statements, contracts and legal documents.

Supervise, train and evaluate professional and technical staff.

Maintain effective work relationships with staff, other governmental agencies, contractors and the general public.

Communicate clearly and concisely, both orally and in writing.

EXPERIENCE AND EDUCATION:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

A Bachelor's degree from an accredited college or university with major course work in civil engineering or a related field. Additional course work in Public Administration desirable.

Five years of increasingly responsible and varied professional engineering experience involving the design and construction of a variety of public facilities and projects, including two years of experience in a supervisory capacity.

License or Certificate:

Possession of a valid license as a Registered Civil Engineer issued by the State of California Board of Registration for Professional Engineers and Land Surveyors.

Possession of a valid license as a Traffic Engineer issued by the State of California Board of Registration for Professional Engineers. (for Transportation assignment)

PHYSICAL REQUIREMENTS AND ENVIRONMENTAL SETTING:

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Specific vision abilities required by

this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, City Council members and others encountered in the course of work.

The employee works under typical office conditions and the noise level is usually quiet. Employee is required to attend meetings and travel within and outside City limits during normal work hours and periodically in the evenings and on weekends.

Management

Salary Schedule

Management Salary

Benefits

City of Carlsbad Management Benefits